

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF TEXAS  
OFFICE OF THE CLERK**

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**PUBLIC NOTICE**

**DATE: February 20, 2003**

**SUBJECT: Public Access to Court Record – Electronic Court Filing**

The United States Bankruptcy Court for the Northern District of Texas announces the official conversion to Case Management/Electronic Case Filing (CM/ECF) from Bankruptcy Court Automation Program (BANCAP) beginning February 19, 2003. The new program was written by the Administrative Office of the United States Courts and will eventually be implemented in all federal courts.

With the conversion to CM/ECF all documents filed with the court in bankruptcy cases and adversary proceedings are public records and may be viewed through the court's Internet website via PACER. Any subscriber to PACER will be able to read, download, store and print the full content of electronically filed documents. This means that PACER subscribers will have access to Social Security numbers and other related information currently required to be included on petitions. The clerk's office will not make electronically available documents that have been sealed or otherwise restricted by court order.

You should not include certain types of sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case.

In the near future, to comply with the Judicial Conference policy on privacy and public access, developed in response to the growing volume of court case files that are available over the Internet, certain personal identifiers such as Social Security and financial account numbers, will have to be redacted or truncated from all pleadings, whether filed traditionally or electronically. Public notice will be given on the requirements when the conference policy is implemented and any associated bankruptcy rules are amended.

Counsel is strongly urged to share this notice with all clients.

FOR THE COURT  
Tawana C. Marshall  
Clerk of Court